NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER General Administration STATEMENT NUMBER 1.18	
SUBJECT:	TOURS OF DEPARTMENTAL FACILITIES	EFFECTIVE DATE	06/01/06
	FACILITIES	REVIEW DATE	09/15/07
		SUPERCEDES PPD#	<u>1.18</u>
PROPONENT:	Jeff Lyons, Public Information Officer		
	Name/Title	DATED	09/15/04
	Commissioners Office 271-5602		
	Division Phone #		
ISSUING OFFICER:		DIRECTOR'S INITIALS:	
		DATE:	
		APPENDIX ATTACHED:	
William Wrenn, Commissioner		YES: NO	:
REFERENCE NO: See reference section on last page of PPD.			

### I. PURPOSE:

To provide guidance and direction concerning tours at all departmental facilities

# II. <u>APPLICABILITY:</u>

To all staff

### III. POLICY:

It is the policy of the Department of Corrections that:

- A. Tours will be provided to the following categories of individuals who make such a request within normal security constraints and the limitations of staffing.
  - 1. Elected officials.
  - 2. Criminal justice personnel.
  - 3. Law students and college criminal justice students.
  - 4. Court ordered tours.
  - 5. Media personnel approved by the Public Information Officer.
  - 6. Others as approved by Division Directors or the Commissioner.
- B. Tours of the prisons (male or female) are inappropriate for the following groups and will not be provided unless an exception is made by the Commissioner:
  - 1. Children under 18 years of age.
  - 2. High school groups.

Such groups may be accommodated with a special tour of minimum custody facilities coupled with a discussion without entry to the main prisons.

C. Tour group size should be limited to 20 or less.

# IV. PROCEDURES:

- A. Individuals desiring a group tour may write the appropriate Warden requesting a tour. This written request must be submitted a minimum of five days in advance with a brief explanation as to the purpose of the tour. Exemptions will be granted for court ordered or legislative tours. If approved, a mutually agreeable date and time will be arranged.
- B. The Warden will inform the Commissioner's Office of the requested tour.
- C. The Warden shall appoint a knowledgeable staff member to guide the tour and notify the Public Information Officer of the tour.
- D. The Warden will arrange the necessary security for the tour.

- E. The selected guide will prepare an Operations Bulletin or other suitable announcement for the information of the staff members responsible for the areas to be toured.
- F The purpose of tours is to acquaint visitors with the department's mission and with the programs available to accomplish this mission.
- G. Every effort will be made to have first line supervisors explain their duties. This will give visitors a truer flavor of the facility and will enable visitors to receive more detailed answers to their questions.
- H. Tours normally will be conducted during the hours 0800-1100 and 1300-1500, Monday through Friday.
- I. All tour participants may be subject to a criminal background investigation prior to entering secure facilities.
- J. Persons requesting tours will be advised of the approval or disapproval of the tour in a timely manner.
- K. Persons for whom tours are approved will be advised:
  - 1. Where and when to meet the tour guide.
  - 2. Suitable attire including:
    - a. plain clothes as opposed to uniforms
    - b. non-revealing loose clothing
    - c. walking shoes
  - 3. To avoid bringing:
    - a. weapons
    - b. jewelry
    - c. money in large sums
    - d. metal objects that will trigger the metal detector
    - e. alcoholic beverages
    - f. abusable drugs
    - g. children
    - h. pets
  - 4. Where to park
  - 5. To lock vehicles and place items left in cars and valuables out of sight.
  - 6. Behavioral expectations when in the presence of prisoners.
  - 7. That there is some personal risk involved on the part of the tourist and that they, not the State, assume that risk.
- L Tours may be disapproved when they do not meet these guidelines or when the tour would adversely impact the facility operation or individual safety.
- M Tours may be discontinued at any time when continuing the tour would adversely impact the facility operation or individual safety.

#### REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition, Standards

Standards for Adult Correctional Institutions

Fourth Edition Standards

Standards for Adult Community Residential Services

Fourth Edition Standards

Standards for Adult Probation and Parole Field Services

Third Edition Standards

Other

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